

# Database Analyst

## (Milwaukee Police Department)

**PURPOSE:** The Database Analyst's role is to design, install, monitor, maintain, and performance tune production databases, backup and training while ensuring high levels of data availability. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and their accompanying software. Database systems supported are Microsoft SQL and Oracle.

### ESSENTIAL FUNCTIONS:

- Assess and develop long-term strategic goals for production databases along with backup and training in conjunction with data owners and department managers.
- Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Design and implement redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Create models for new database development and/or changes to existing ones.
- Install and configure relevant network components to ensure database access as well as database consistency and integrity.
- Respond to and resolve database access and performance issues.
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
- Monitor, optimize and allocate physical data storage for database systems.
- Plan and coordinate data migrations between systems.
- Develop, implement, and maintain change control and testing processes for modifications to databases.
- Create, or support creation of, required reports in response to business user needs.
- Perform database transaction and security audits.
- Establish appropriate end-user database access control levels.
- Develop routines for end users to facilitate best practices database use.
- Manage and/or provide guidance to junior members of the team.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### CONDITIONS OF EMPLOYMENT:

- Employees are subject to working overtime to meet deadlines and emergency call-ins on a rotating basis.

### MINIMUM REQUIREMENTS:

1. Bachelor's degree in computer science or other closely related field from an accredited college or university.

***IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

2. Four years of related professional experience in database creation, maintenance and management.  
*Note: Equivalent combinations of education and experience may also be considered.*
3. Valid Driver's License at time of appointment and throughout employment.

### DESIREABLE QUALIFICATIONS:

- Certification in Database Administration for SQL Server and Oracle.

### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of database structures, theories, principles, and practices.
- Knowledge of designing, building, installing, configuring and supporting database servers, including Microsoft SQL Server and Oracle.
- Knowledge of project management theories, principles and practices.
- Knowledge of applicable data privacy practices and laws.
- Ability to conduct research into database issues, standards and associated products.
- Ability to write clear and concise instructions and correspondence communications.

- Ability to clearly communicate technical information in an understandable way to both technical and non-technical staff.
- Ability to tune and troubleshoot database systems.
- Ability to apply data processing flowcharting techniques.
- Ability to apply project management best practices to ensure work is completed on time.
- Ability to prioritize and execute work tasks in a high-pressure environment.
- Ability to work both independently and in a team-oriented, collaborative environment.
- Ability to interact with a diverse customer base including sworn personnel, support staff, management, vendors and contractors.
- Ability to operate a computer keyboard, mouse and other computer components.
- Ability to lift and carry up to 10 pounds of equipment.

**SALARY** The current starting salary (PG 2JX) is \$62,338 for residents of the City of Milwaukee, appointment above the minimum is possible up to \$87,270 with approval. The annual starting salary is \$60,809 for non-Milwaukee residents, with appointment above the minimum is possible up to \$85,129 with approval.

**BENEFITS:** Benefits of working for the City of Milwaukee include the following: 1) defined benefit pension plan; 2) 457 deferred compensation plan; 3) health and dental insurance; 4) long-term disability insurance; 5) group life insurance; 6) paid vacations, holidays, and sick leave; and 7) tuition reimbursement.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

*Note: Candidates must pass a Milwaukee Police Department background investigation before hire.*

*NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

**INITIAL FILING DATE** - The examination will be held as soon as practical after **December 1, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**APPLICATIONS** and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.